

SECRET

20 SEP 1971

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 17 September 1971

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1. Conversion--Staff to Contract: The conversion of 81 employees of [REDACTED] and the Office of Communications from staff employee to contract employee status is just about completed.

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All 81 of the individuals involved signed their contracts on or before 16 September 1971. The contract packages were forwarded from [REDACTED] to our Contract Personnel Division the same date. The effective date of the contracts was 19 September 1971.

2. Voluntary Investment Plan: During this past week, the VIP administrative staff completed processing of our initial cases involving liquidation of share-holdings by four withdrawals and one deceased employee. Payments to these employees and the surviving widow were made through Personnel Affairs Branch.

3. Upward Mobility: As a follow-up to previous reports, we received 20 applications for the third Upward Mobility Program. Of this number, five were rejected for various reasons, one accepted another job, three were disqualified by the Medical Staff and two were disqualified by the Panel. The remaining nine will enter on duty today, 20 September, on a provisional security clearance.

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4. Position Classification:

a. The evaluation of positions for the Fiscal Year 1972 Staffing Complement of the Office of Computer Services has been completed.

b. In the survey of the Central Depot, audits have been completed in the Freight Traffic Branch and Depot Control Unit.

c. Four position classifiers are now on TDY to conduct field surveys. [REDACTED] are now in the Far East, and [REDACTED] left last week for the Near East.

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/s/Harry B. Fisher

Harry B. Fisher
Director of Personnel

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